

**LIBRARIAN I
(CATALOGER)
817**

DEPARTMENT: Williamsburg Regional Library/Support Services

NATURE OF WORK:

Under the supervision of the Assistant Library Director, the Librarian I (Cataloger) provides timely cataloging for materials; assists in maintaining authority files; maintains bibliographic and holdings records for library materials in the online catalog; and participates in the analysis and planning of technical services operations within the Support Services Department.

ESSENTIAL FUNCTIONS OF THE JOB:

Searches and claims bibliographic records on shard cataloging database (OCLC) for entry into local system.

When OCLC records are unavailable, creates bibliographic records for the local system.

Edits bibliographic records on local system; assigns Library of Congress (LC) subject headings and call numbers (Dewey Decimal or local) to materials.

Adds barcodes and call number labels to individual items, editing and verifying holdings information including call number, collection code, item type, and list price for each.

Assists in maintaining accurate authority headings in the public access catalog, using the Library of Congress online authority file.

Records cataloging and special project statistics for inclusion in monthly departmental report.

Develops and maintains procedures manuals.

May organize the department's cataloging in one or more specific areas such as authority control, system reporting and batch functions, adult nonfiction, juvenile and young adult books, serials, and audiovisual materials.

May coordinate materials processing and mending in one or more specific areas.

Assists in training technical services and other library staff and volunteers.

Attends relevant workshops, programs, and meetings.

May participate in library-wide committees or projects.

Performs other tasks as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is located in the James City County Library. Administers work typically sitting in an office, with occasional movement among departments, light lifting, and other limited physical activities. Frequent sustained operation of a personal computer and other office equipment required. Regular personal and phone contact is made with employees and the general public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the following areas:

- Cataloging principles such as AACR2, Library of Congress subject headings, the Dewey Decimal system, and local call number schemes;
- Automated bibliographic and holdings records (MARC format);
- Online searching in OCLC or other bibliographic databases;
- Integrated library systems; and
- Personal computer use and data entry

Understanding of library and technical services operations.

Familiarity with library materials and formats.

Accurate and efficient data entry and record-keeping skills.

Ability to plan and organize daily work and special projects.

Ability to interact well with supervisor, coworkers, and the general public.

Ability to analyze and to creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

MINIMUM QUALIFICATIONS:

Bachelor's degree or equivalent training and experience to provide the necessary expertise.

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Librarian I (Cataloger) Position Number 817
Department Williamsburg Regional Library Division Support Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☐ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: For placement of labels on library materials

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift			✓					✓	
Push/Pull					✓			✓	
Hold/Carry			✓				✓		

Manipulation done from: ☒ ground to waist ☒ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
- ☐ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other _____
- ☒ Not essential to job function

Stairways

- ☒ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other _____
- ☐ Not essential to job function

Steps

- ☐ 1-2
- ☐ 2-3
- ☒ 3-4
- ☐ Other _____
- ☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand		✓					✓		
Sit				✓					✓
Walk	✓						✓		
Run	✓						✓		

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☒ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☐ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			